

Day	Time	Deposit
-----	------	---------

For office use only



The Village Centre

Application for Use of Premises

12 Maxwell Drive

The Village

East Kilbride

G74 4HG

Tel: 01355 249062

email: info@thevillagecentre.co.uk

Before completing the form, please read the "Booking Conditions for use of Premises" document.

1	Name of Person making booking: Address: Postcode: Phone Number: mobile: email address:															
2	Please <input checked="" type="checkbox"/> the facilities you require <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Church Building</td> <td style="width: 33%;">Church House Building</td> <td style="width: 33%;">Village Centre</td> </tr> <tr> <td>Main Church <input type="checkbox"/></td> <td>Ground floor room ① <input type="checkbox"/></td> <td>Hall <input type="checkbox"/></td> </tr> <tr> <td>Upstairs Hall <input type="checkbox"/></td> <td>Basement area ② <input type="checkbox"/></td> <td>Café <input type="checkbox"/></td> </tr> <tr> <td></td> <td>First floor room ③ <input type="checkbox"/></td> <td>Kitchen <input type="checkbox"/></td> </tr> <tr> <td></td> <td>First floor room ④ <input type="checkbox"/></td> <td></td> </tr> </table> Purpose of use: Number of people attending: Do you require catering (further info available on request):	Church Building	Church House Building	Village Centre	Main Church <input type="checkbox"/>	Ground floor room ① <input type="checkbox"/>	Hall <input type="checkbox"/>	Upstairs Hall <input type="checkbox"/>	Basement area ② <input type="checkbox"/>	Café <input type="checkbox"/>		First floor room ③ <input type="checkbox"/>	Kitchen <input type="checkbox"/>		First floor room ④ <input type="checkbox"/>	
Church Building	Church House Building	Village Centre														
Main Church <input type="checkbox"/>	Ground floor room ① <input type="checkbox"/>	Hall <input type="checkbox"/>														
Upstairs Hall <input type="checkbox"/>	Basement area ② <input type="checkbox"/>	Café <input type="checkbox"/>														
	First floor room ③ <input type="checkbox"/>	Kitchen <input type="checkbox"/>														
	First floor room ④ <input type="checkbox"/>															
3	Single Date Booking only (If you are booking a series of dates please turn over the page.) <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 5px;"> <thead> <tr> <th style="width: 33%;">Day & Date of Booking</th> <th style="width: 16.5%;">Booking Start Time</th> <th style="width: 16.5%;">Actual Start Time</th> <th style="width: 34%;">Booking End Time</th> </tr> </thead> <tbody> <tr> <td style="height: 30px;"> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Please allow only half an hour at start for setting out and half an hour at finish for tidying up. Please note there is no guarantee of access before the stated time I have read the 'Booking Conditions for Use of Premises' document and on behalf of my organisation, I agree to be responsible for keeping the policies and rules contained in it. Name: Signed: Position in organisation: Date:	Day & Date of Booking	Booking Start Time	Actual Start Time	Booking End Time											
Day & Date of Booking	Booking Start Time	Actual Start Time	Booking End Time													

Multiple Bookings only

4 Please give all the exact dates you require the premises (please do not state 'term time' or 'off for school holidays' etc).
Remember to consider public holiday dates eg Easter, May holidays, Fair Monday, Christmas/New Year etc and school holidays eg April, summer, October.

Day/s & Dates of bookings

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Booking start time:	Actual start time:	Booking end time:
---------------------	--------------------	-------------------

Please allow only half an hour at start for setting out and half an hour at finish for tidying up.
Please note there is no guarantee of access before the stated time.

5 I have read the 'Booking Conditions for Use of Premises' document and on behalf of my organisation, I agree to be responsible for keeping the policies and rules contained in it.

Name: Signed:

Position in organisation: Date:

6 **Hire of Kitchen**
If booking The Village Centre kitchen is without the services of the Chef, the Nominated Responsible Person as outlined in clause 15 of the Booking Conditions is:

Name: Signed:

Date: